

FINANCE PAYROLL SCHEDULE

11 Month & 12 Month
Employees
Calendar
2021-2022



Pay Period	Days Paid In Paycheck	# Days in Pay Period	Absences to Be Reported	Pay Dates
1	July 1- July 31	22	June 1- June 30	July 22 nd
2	August 1- August 31	22	July 1- July 31	August 25 th
3	September 1- September 30	22	August 1- August 31	September 24 th
4	October 1- October 31	21	September 1- September 30	October 25 th
5	November 1- November 30	22	October 1- October 31	November 23 rd
6	December 1- December 31	23	November 1- November 30	December 17 th
7	January 1- January 31	21	December 1- December 31	January 25 th
8	February 1- February 28	20	January 1- January 31	February 25 th
9	March 1- March 31	23	February 1- February 28	March 25 th
10	April 1 April 30	21	March 1- March 31	April 25 th
11	May 1- May 31	22	April 1 April 30	May 25 th
12	June 1- June 30	22	May 1- May 31	June 17 th

- All time should be approved and submitted to Payroll by the **First Monday** following the end of each pay period.